

Waukesha County Circuit Court Business Center Juvenile Guardian ad Litem (GAL) Guidelines

The following guidelines will be utilized by the Waukesha County Circuit Court Business Center and are meant to provide clarity and assistance to all Court appointed Guardian ad Litem (GAL).

1. Upon the appointment of a GAL, a “Court Order for Guardian ad Litem” will be prepared by the Clerk and provided to the parties advising them of the expectations and financial requirements. The case type will dictate on whether the parties will be directed to pay an initial deposit with the Circuit Court Business Center.
2. When Order for appointment has been signed by the Court, the GAL will then opt into the case, print the Consent to Act and eFile the signed copy with the Court.
3. If the case type required a deposit and either party does not pay or make payment arrangements as ordered, the Business Center will send reminder notices.
4. The GAL shall submit their Attorney Communication Letter requesting interim payment along with an itemized billing statement and sworn affidavit on a quarterly basis. After a review for accuracy, a “Court Order for Interim Payment of Guardian ad Litem Fees” will be prepared by the Business Center for the Judge’s signature.
5. Upon receipt of a signed Court Order for Payment, the Business Center will advance payment to the GAL for outstanding fees.
6. When the GAL’s bill is submitted for final payment, the GAL will send the Attorney Communication Letter requesting final payment along with an itemized billing statement and sworn affidavit. After a review for accuracy, a “Court Order for Final Payment of Guardian ad Litem Fees” will be prepared by the Business Center for the Judge’s signature.
7. Upon receipt of signed Court Order for Final Payment of Guardian ad Litem Fees, the county will advance fees and seek reimbursement from the responsible party(ies). If the responsible party does not pay the advanced fees in full, the delinquent account will be referred to Waukesha County Collection Agency which will result in one or more of the following: wage assignment, tax intercept, or automatic Automated Clearing House (ACH) withdrawal monthly from parties bank account.
8. If the case type required a deposit and funds remain in the GAL Trust after the GAL has been paid in full and after the County has been reimbursed for any fees advanced, the remaining funds will be returned to the parties.

9. The Dispositional Order will dictate whether the GAL Services have concluded. If the Dispositional Order does not include this information please contact the Juvenile Clerk.

10. Upon Court Order Appointing Guardian ad Litem for Minor Parent, an assessment is created by the Business Center for the Minor Parent. The Court will not collect the fee until the Minor Parent attains the age of 18 years. The Business Center schedules a Reminder Notice to be sent to the Minor Parent 30 days after their 18th birthday. The party is responsible for paying the fee in full or setting up a payment plan, which would include a \$15 payment plan fee. If the party does not pay in full or set up a payment plan, the account will be sent to collections.

Efforts to help case participants manage the costs of the variety of services that may be required in Juvenile matters are dependent upon the good faith efforts of the litigants. There are many financial issues people face and the Court's Business Center will work with each party to establish payment arrangements that meet their financial abilities and ensure that their Court ordered financial obligations are met.